

**AMERICAN EMBASSY
DEMOCRACY AND HUMAN RIGHTS FUND
APPLICATION FORM**

***“All DHRF Application Forms are FREE of charge and the Embassy
DOES NOT request any payment to receive and evaluate a project.”***

Organizational Details

Name of Organization: _____

Address: _____

_____ Telephone: _____

Fax: _____ E-mail _____

Name and title of person responsible for the activity: _____

Description of the Organization

Please provide a description of your organization including information on how long the organization has existed, where it is based, size, funding sources with estimated amounts, other activities undertaken, and prior management experience conducting similar activities.

Background Information of the Activity

- a) Please give a brief description of the context in which the activity is set, and the rationale and purpose of the activity. Include a clear statement of how such activities promote human rights or support political pluralism and the creation of more open, democratic societies.
- b) Indicate how the activity addresses issues of democracy and human rights, and who will benefit from the activity. Also state how many individuals will be directly impacted by the activity and how.

Description of the Activity and its Intended Impact

This section should:

- a) Fully describe the activity,
- b) Explain who will manage and implement the activity and how,
- c) Identify any potential implementation problems and how they will be addressed and overcome,
- d) Specify the estimated start and completion date of the activity,
- e) Indicate if the impact of the activity is to effect change, and if so how, or is it to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, good governance or other related issues.

Budget Format

All proposals should use the following sample budget format.

Budget line Item	Donor	Grantee Match	Total
Printing cost			
Hall rental			
Travel			
Supplies			
Production cost			
Budget Total			

The budget should be stated in local currency and should include notes explaining the costs associated with each of the budget line items e.g. a list of individuals and the amounts to be paid, basis of travel cost, and other relevant information. There should be a direct relationship between the activities described in the proposal and the budget.

Activity Timeline

All proposals should use the following sample activity timeline format.

Project activities	May 2007 – December 2007							
	May	Jun	July	Aug	Sept	Oct	Nov	Dec
A. Institutional Strengthening								
Hall rental	X							
Hire of experts	X							
purchase of stationery		X						
B. Project Activities								
Formalize relations with Assn. of Free Press		X						
Review of presentations			X					
Submission of list of participants for approval			X					
Submission of draft copy of booklet for approval				X				
Workshop					X			
Writing of report						X		
Printing and distribution of report							X	X